

1300 – 1530 Monday – Thursday

Web site: <http://www.kaiserslautern.army.mil/Directorates/DHR/passports.html>

Email: dusagkaiserslauternpassport@eur.army.mil or CIV: 06314118892/DSN: 483-8892

ADULT RENEWAL OFFICIAL CIV

1. Applicant must be present
2. Passport Application <https://pptform2.state.gov/>
Check box, click submit, Click Apply Online this will say **ABOUT YOU** which is the applicant **you** & Use and our Mailing Address:

USAG KAISERSLAUTERN ATTNPASSPORT OFFICE
UNIT 23152 APO AE 09227
IN CARE OF KAISERSLAUTERN

At the end it will have a review, and then a \$ amount for **Passport Book** click submit. This will take you to a screen 1-4 at the bottom it will say [Create Form](#). Check the box and click [Create Form](#) this will open a 6 page PDF file, Print pages 5-6 and bring to Appointment.

WHEN DONE YOU WILL HAVE A 2D BARCODE IN UPPER LEFT of Page 5

3. CURRENT PASSPORT
4. ID CARD OF APPLICANT
5. ANY NAME CHANGE DOCUMENTS (MARRIAGE , DIVORCE, ADAPTION)
6. TWO IDENTICAL PASSPORT PICTURES 2X2 INCH (with a white background)
7. ORDERS & TRANSPORTATION AGREEMENT
8. DD form 1056 SIGNED IN **BLUE** BY YOUR EMPLOYMENT AGENCY